EVENTS PUBLISHING SYSTEM

RAJYA SABHA SECRETARIAT,PARLIAMENT OF INDIA

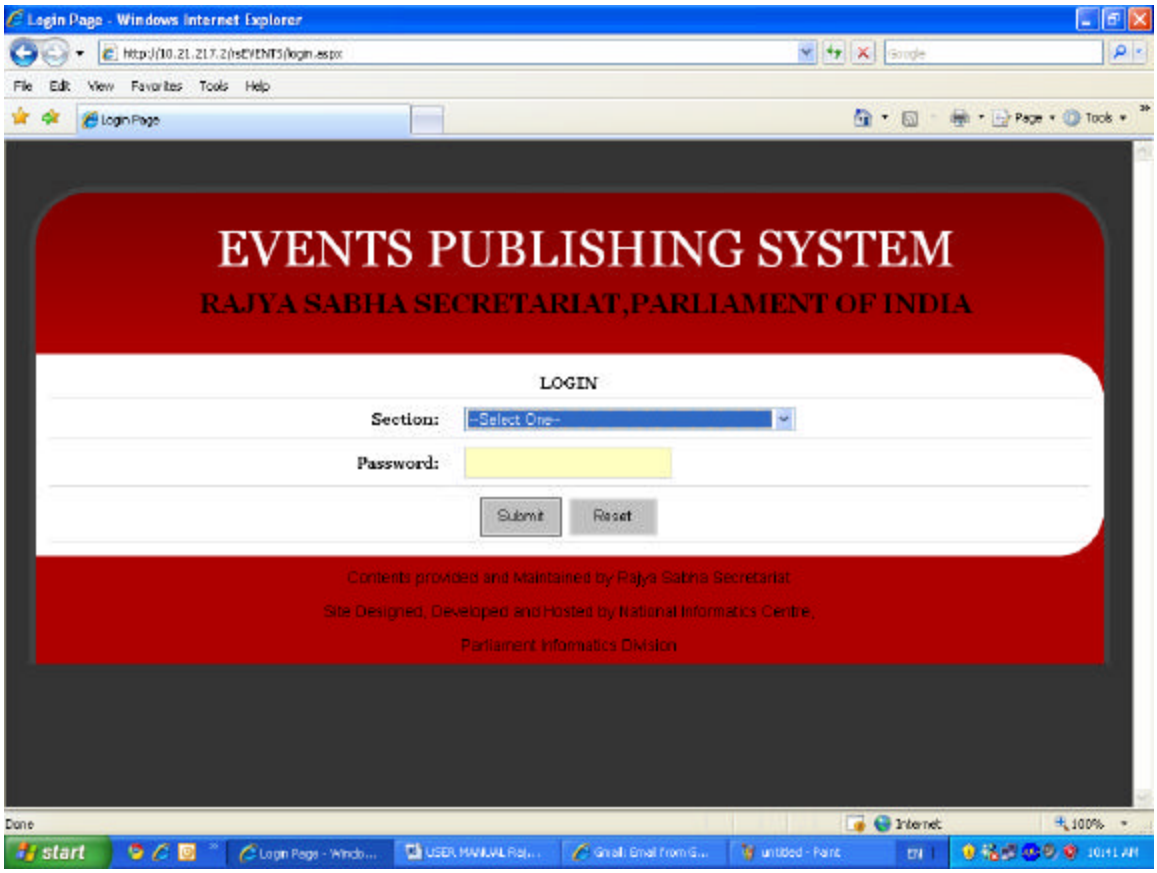
USER MANUAL Rajya Sabha Events-MIS

Designed & Developed By
Parliament Informatics Division
National informatics Center

How to Access

The application can be accessed through Internet Explorer web browser. The address for the portal is *http://10.21.217.2/rs*events*/login.aspx*

Login Screen for Rajya Sabha Events Publishing System

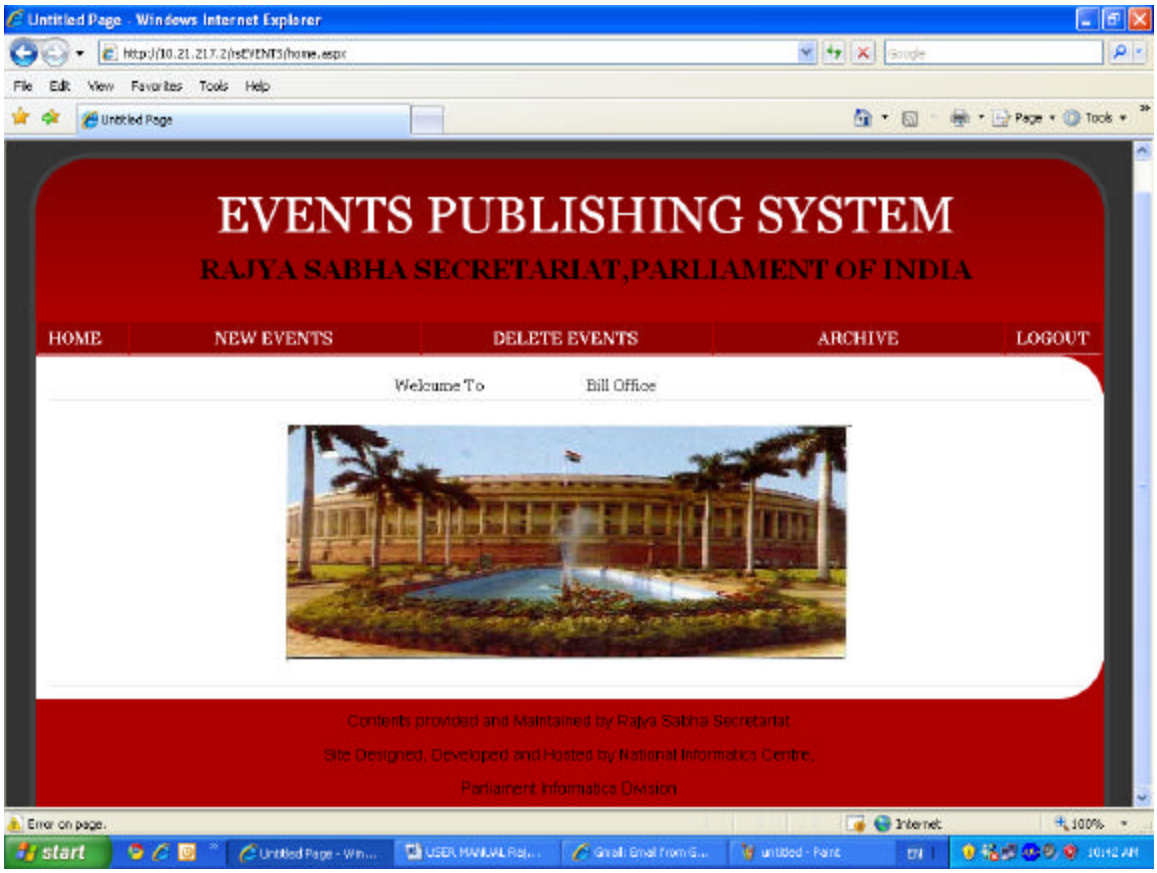


Screen 1.1

How to Login

The user has to type the address as http://10.21.217.2/rsevents/login.aspx in the Address Bar of Internet Explorer and press the Enter Key (Please check with your system administrator in case of any change in the address). The user will get a Login Screen as shown in the diagram (Screen 1.1). Before the system can be accessed, the user has to provide the valid password assigned to them. Initially the users can get their Password from the system administrators. Once the valid Section Name and Password are entered, the user will get the Main Menu of Events Application as shown next (Screen 1.2).

Main Screen Rajya Sabha Events Publishing System



Screen 1.2

Main Menu

The Main Screen of Rajya Sabha Events Publishing is divided into two frames.

The top Frame, Center Frame and the Bottom Frame.

Four options are available in the top frame.

1. New Events

2. Delete Events

3. Make Archives

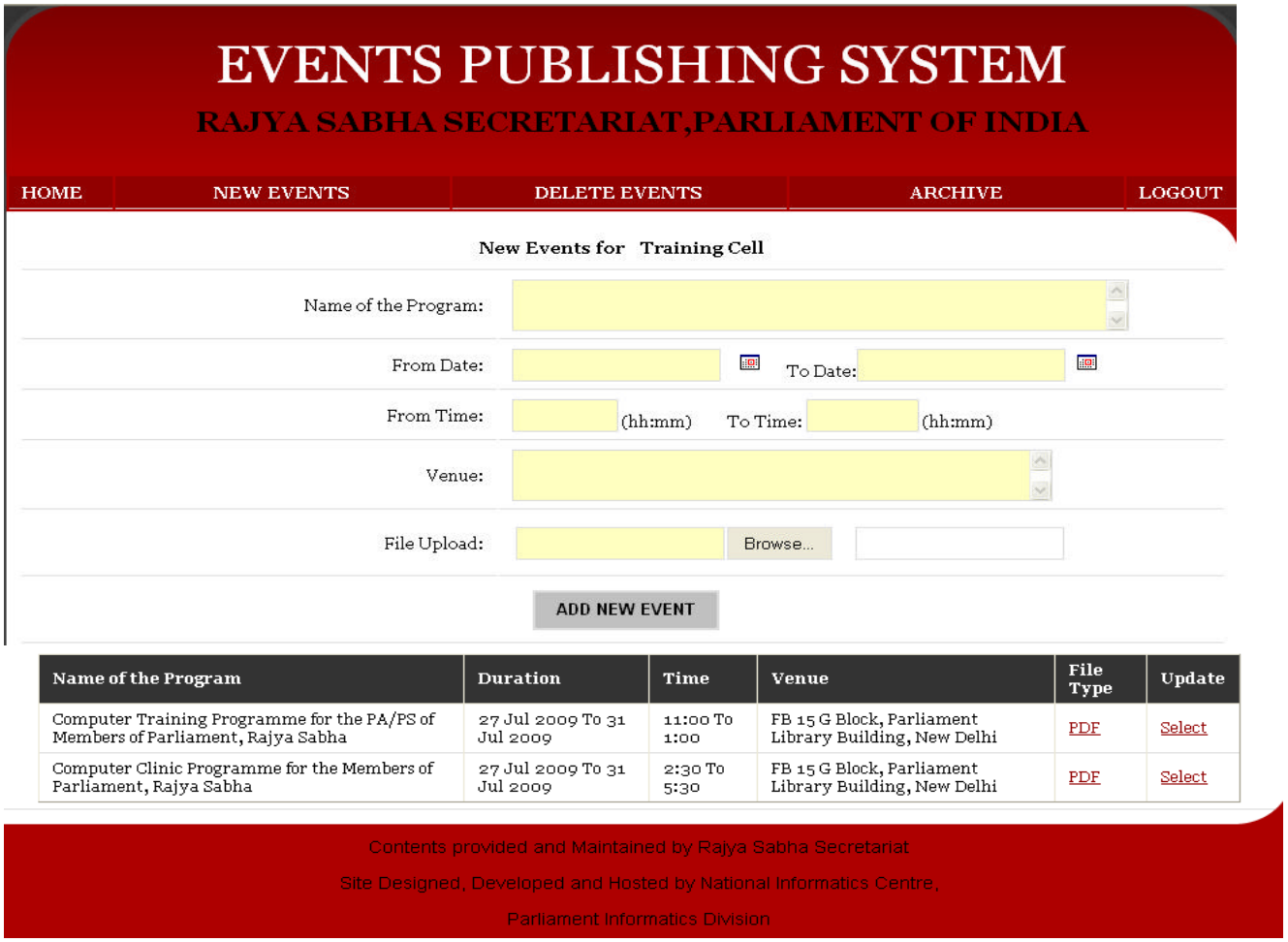
4. Logout

The Center Frame is the main working area for entering New Events, Update Events and Delete Events. It shows the Section Name of the User.

1. Users can click on Add New Events to Add and Update the New Events.
2. Users can click on *Delete Events* to Delete the Events.
3. Users can click on Make *Archives* to Show the Archives Events.
4. *Logout* can be used to quit the application.

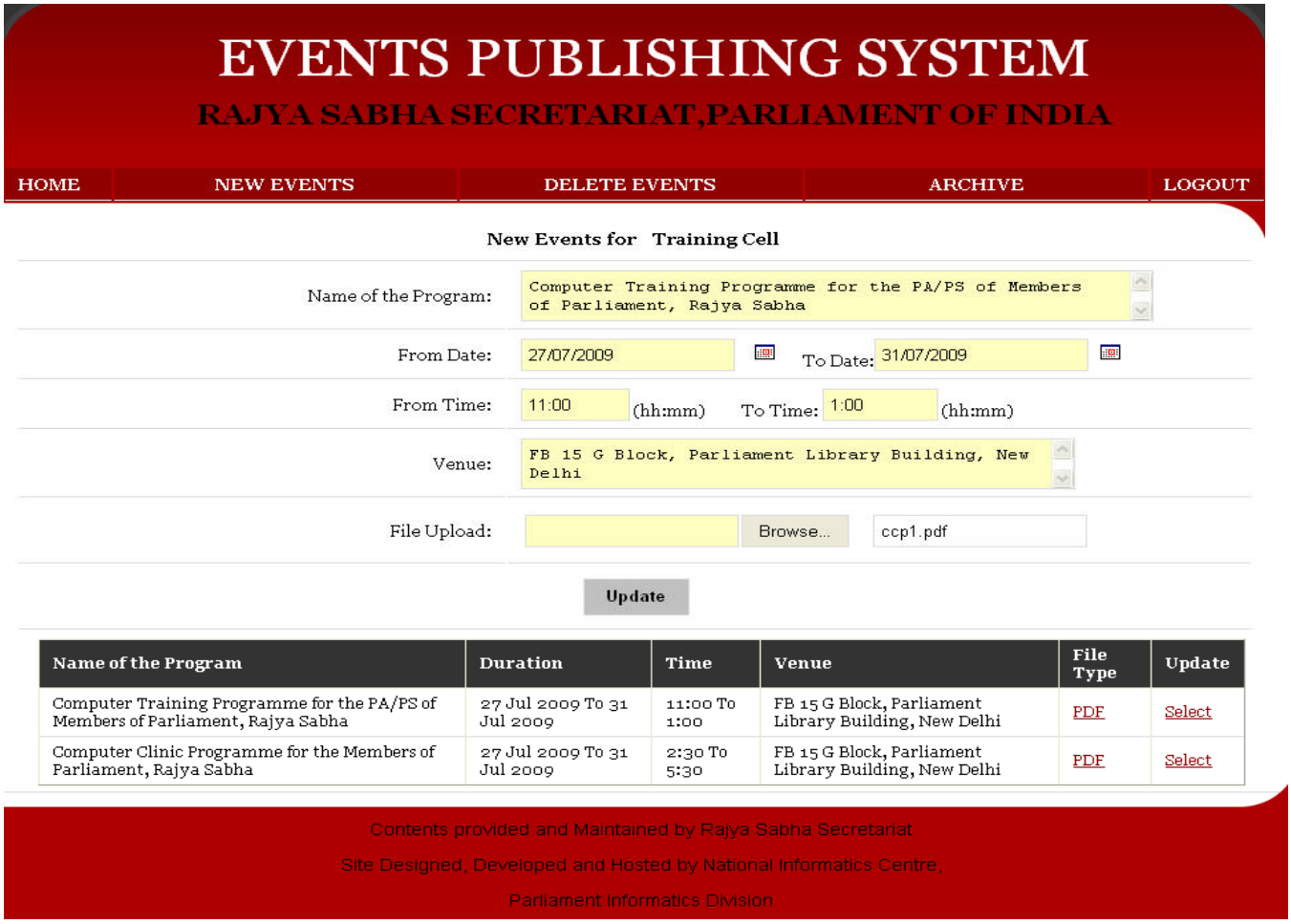
New Events

This option is used to add a new Tender and update Tender. When clicked on this menu following web page is displayed on your screen. (Screen 1.3)



Screen 1.3

In this form user has to enter name of the program, From Date, To Date, From Time, To Time, Venue and File Upload, then click “Add New Event!” button to save. If you want to update a record, Select Record It will following web page is displayed on your screen. (Screen 1.4)


EVENTS PUBLISHING SYSTEM
RAJYA SABHA SECRETARIAT,PARLIAMENT OF INDIA
HOME
NEW EVENTS
DELETE EVENTS
ARCHIVE
LOGOUT
New Events for Training Cell
Name of the Program:
Computer Training Programme for the PA/PS of Members of Parliament, Rajya Sabha
From Date:
27/07/2009
To Date:
31/07/2009
From Time:
11:00
(hh:mm)
To Time:
1:00
(hh:mm)
Venue:
FB 15 G Block, Parliament Library Building, New Delhi
File Upload:
Browse...
ccp1.pdf
Update
Name of the Program
Duration
Time
Venue
File Type
Update
Computer Training Programme for the PA/PS of Members of Parliament, Rajya Sabha
27 Jul 2009 To 31 Jul 2009
11:00 To 1:00
FB 15 G Block, Parliament Library Building, New Delhi
PDF
Select
Computer Clinic Programme for the Members of Parliament, Rajya Sabha
27 Jul 2009 To 31 Jul 2009
2:30 To 5:30
FB 15 G Block, Parliament Library Building, New Delhi
PDF
Select
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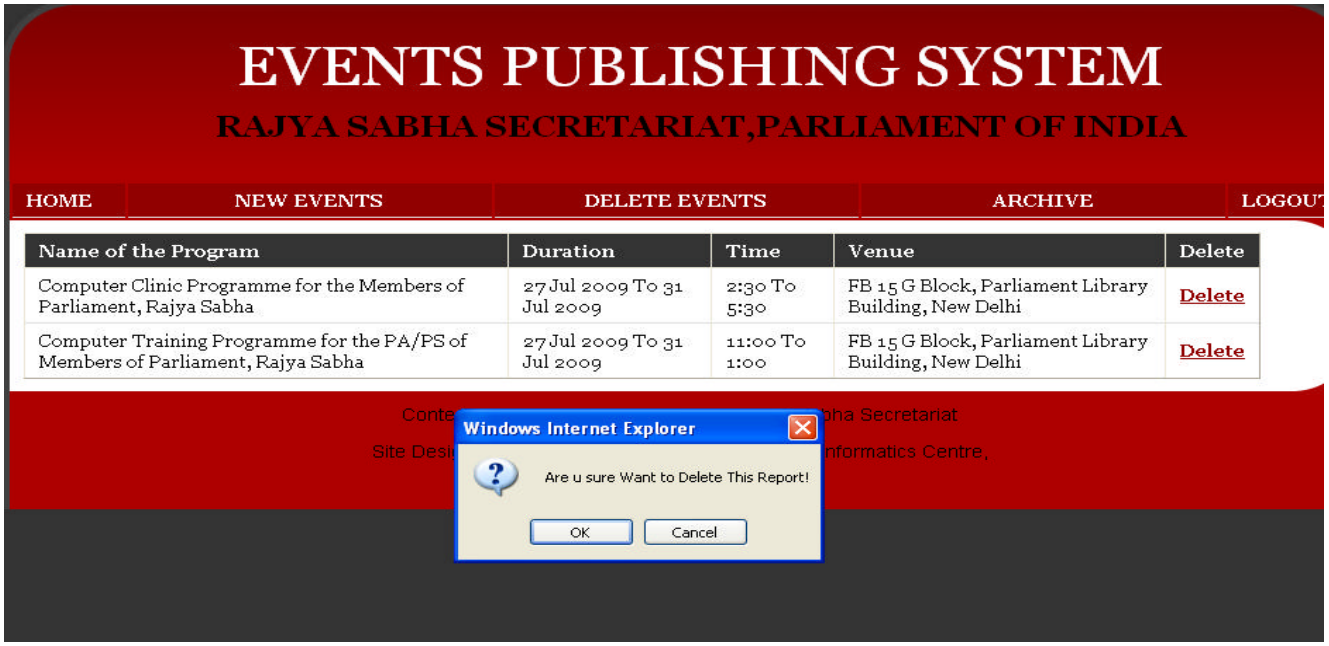
Parliament Informatics Division

Screen 1.4

DELETE EVENTS

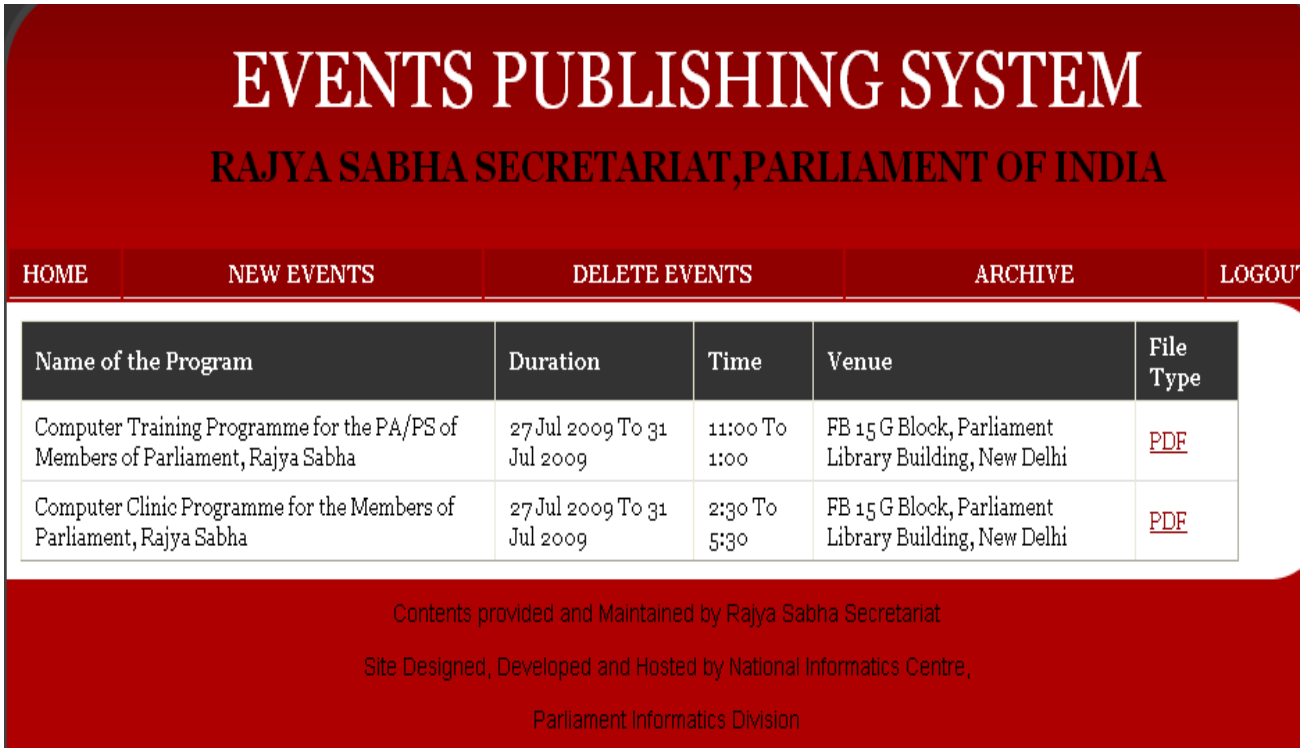
This option is used to delete Tender. When clicked on this menu following web page is displayed on your screen. (Screen 1.5)



Screen 1.5

MAKE ARCHIVE EVENTS

This option is used to show archive Tender. When clicked on this menu following web page is displayed on your screen. (Screen 1.6)


EVENTS PUBLISHING SYSTEM
RAJYA SABHA SECRETARIAT,PARLIAMENT OF INDIA
HOME
NEW EVENTS
DELETE EVENTS
ARCHIVE
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Name of the Program
Duration
Time
Venue
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11:00 To 1:00
FB 15 G Block, Parliament Library Building, New Delhi
PDF
Computer Clinic Programme for the Members of Parliament, Rajya Sabha
27 Jul 2009 To 31 Jul 2009
2:30 To 5:30
FB 15 G Block, Parliament Library Building, New Delhi
PDF
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Parliament Informatics Division

Screen 1.6

LOGOUT

This option is used to logout from the software and it should be done, when you have finished the data/entry/modification etc. and no longer wants to use the system.

Thank You